Accounts Assistant (Payment Processing)

Responsibilities

AP Payment Processing:

- Perform monthly payment run to vendors
- Handle petty cash, verify and process staff expenses and claims

Others:

- Scanning and archiving of financial documents
- Assist in monthly stocktake count
- Assist in GST reporting – input of imports data (ME & IG Permits)

Requirements

- Minimum GCE 'O' Level or above
- Previous relevant accounting experience preferred
- Computer literate, knowledge of excel is essential, experience in SAP will be an advantage
- Familiar with E-banking platforms will be an advantage

(Only short-listed candidates will be notified)